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AGENDA

Clandestine Services Training Board

Meeting #4 - 22 July 1965

Room 3C24, Headquarters

1. Minutes of Meeting #3
2. Proposed Change in Career
Training Program

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MINUTES

Clandestine Services Training Board

Meeting No. 3 - 8 June 1965

1. The third meeting of the Clandestine Services Training Board convened at 1435 hours 8 June 1965 in Room 3 C 28, Headquarters Building.

2. The minutes of the previous meeting were read and approved.

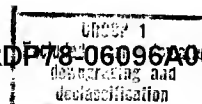
3. The Board discussed the concept of the proposed training guidance memoranda, the purpose of which is to disseminate within the CS and OTR guidance for the training of CS personnel. It was agreed that Board recommendations to ADDP, when approved, should be circulated in the form of Training Guidance Memoranda. A proposed memo for DDP signature establishing this procedure and draft memos on Operational Exploitation of Covert Training, Management Training for CS Officers and Language Training for Junior Officers were reviewed and approved by the Board. The Executive Secretary will discuss implementation of this proposal with the ADDP.

4. During the discussion of language training (Para 3 above) the Board noted that the overall language competence of the CS is indefinite due to the failure of employees claiming language competence to be tested. [REDACTED] suggested that such testing could be accomplished with relative ease by the establishment of priorities and the imposition by DDP of a time limit for each component to accomplish the task. Mr. Baird noted that this might well require additional funds and personnel to enlarge the testing unit. The Board noted that the subject of Language Training and Testing was on the agenda of the Personnel Management Committee scheduled to meet on 9 June. Further discussion by the Board was deferred pending PMC deliberations.

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5. The Board again reviewed the proposal of ADDP for an expanded training period for JOTs and the DTR's counter-proposal. Mr. Baird pointed out that imposition of personnel and funds reductions made such expansion difficult if not impossible at this time. Until a development complement or some similar holding mechanism is established for training purposes, the expansion of junior officer training is

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not feasible. The Board agreed to table this matter pending further discussion with ADDP and C/OP.

6. Attention of the Board was invited to the status of the CS Counterintelligence [] Course approved in principle by the Board at Meeting #2. Lack of a qualified CS officer to assume Chief Instructor responsibilities has delayed this project. The Board urged early action by CI Staff and C/OP in filling this requirement.

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7. Noted and placed on the record was a memo from DTR to the CS Training Board, subject, Basic Paramilitary Course. In substance this statement gave assurance that the requirements of the CS, specifically [] were being satisfied in the substantive content of this course.

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8. In reference to para 7b of the Minutes, Meeting #2, the Board noted the memorandum from DDP/TRO to the DTR, dated 4 February 1965, suggesting careful evaluation of JOT performance in the Operations Course prior to attachment of the trainee to the Clandestine Services.

9. New Business

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A. The Board was informed of the preparation by [] and submission to the DTR of a manual on Unarmed Combat Training for inclusion in courses designed for future CS officers. The response by DTR indicating acceptance of this proposal was noted by the Board.

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B. Increased training in CS Records Systems was recommended by the Chief/DDP/Systems Group in a memorandum to the DDP/TRO. After some discussion it was agreed that the CS must more clearly define the requirements for such training and submit same to the OTR. [] an OTR careerist on duty with WH Division, has an intimate knowledge of this problem. It was agreed that [] and DDP/SG personnel would collaborate in defining these requirements.

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C. The subject of interviews of JOT candidates by CS Senior Officers was raised by the Chairman and a general discussion ensued. The difficulty of making available the CS officers, given the time and distance involved, was noted. It was suggested that a more careful screening of candidates by the JOTP might be in order, the DTR stating that the number of candidates remained large but the calibre was not being maintained. No specific conclusions were reached. Approved For Release 2002/05/01 : CIA-RDP78-06096A000400030003-2
discussion.

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10. The meeting adjourned at 1550.



Executive Secretary

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24 JUN 1965

MEMORANDUM FOR: Executive Secretary,
Clandestine Services Training Board

SUBJECT : Proposed Changes in the Career Training Program

1. During the past several months we have been making extensive studies of the Career Training Program (hereafter Program) to determine what can be done to improve it. As a result of our efforts, we have identified certain changes which we feel should be adopted. These are changes affecting the sequence and relationship of some of the training courses but not their substance or quality. If agreeable, we would like to present our proposals to the members of the Clandestine Services Training Board for their consideration and concurrence. We believe that by adopting these changes we will be able to achieve greater efficiency in the management of the Program and to refine our judgments still further with respect to the appropriate placement of Career Trainees (CTs) within the Agency's Directorates.

2. Under our present system decisions on the career placement of CTs have to be made in the early weeks of the Program. A few changes in the programming of their training would give us considerably more time to evaluate candidates and to make certain that we are right in making our selections. All CTs now take the first nine weeks of the Headquarters phase of the training program. We propose to extend this by another six weeks and to have them all take the Operations Familiarization Course (OFC) as well. With this change, we would have until the end of the OFC before decisions on career placement would have to be made. The advantages are apparent -- CTs would have far more information about what is involved in working for the Agency, particularly the Clandestine Services. This would place them in a sounder position to make evaluations of themselves and of their suitability and to express personal preferences. By the same token, we would also have much additional information, including important training evaluations and assessments, on which to base our decisions.

3. At first glance, having all CTs take the OFC may appear to be more of a change than it actually is. CTs assigned to the DDP now get the same basic training material in the first six weeks of the OC that is covered in

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GROUP 1
Excluded from automatic
downgrading and
declassification

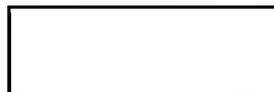
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the OFC. By having all CTs take the OFC it would no longer be necessary to duplicate this training in the OC. For CTs assigned to the DDP, the OFC would be followed by an OC devoted to proficiency training. As is now the case, this training would be presented in the form of comprehensive live problems under simulated operational conditions. The training content would remain much the same as that in the last twelve weeks of the present OC, and the new OC would be reduced from 18 to 12 or 13 weeks. However, when preceded by the OFC in the manner as proposed, the course objectives, content and training goals would remain the same as they now are in the OC.

4. The principal problem resulting from these changes that needs mention here is that of OFC-type training for non-CT employees. On the basis of past experience, there would probably be about 50 to 75 employees in this category a year. Assuming this number would remain about the same, we would still have the capability to satisfy this training requirement. However, non-CT employees would have to be limited to participation in two OFCs per year rather than in four, as at present. These two OFCs would be given in the early spring and fall, alternately with the OC. Because of work load and limitations of staff the two OFCs given concurrently with the OC would have to be closed to non-CT employees.

5. If you agree, we propose to make the above changes beginning with the October 1965 class of Career Trainees. We believe that these changes are in the interest of the Clandestine Services. By way of emphasis, I wish to repeat that both the substance and quality of the training will remain intact. We also anticipate that the Office of Training as a result will have a great deal more flexibility in administering the Program and in servicing the needs of the Agency.



MATTHEW BAIRD
Director of Training

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